

Advisor/Student Leader Role Review Exercise

For each of the following questions, circle the letter that corresponds to who is responsible for each task. The letter key is as follows:

- L Leader
- SL Shared, but predominately the Leader
- SA Shared, but predominately the Advisor
- EDS Either person Depending on Situation
- A Advisor

A. SELECTION/RECRUITMENT AND ELECTION/APPOINTMENT

Whose job is it?

- | | |
|---|---------------|
| 1. Define the qualifications for potential members/candidates | L SL SA EDS A |
| 2. Develop and implement recruitment plan | L SL SA EDS A |
| 3. Explain to potential members what is expected of them | L SL SA EDS A |
| 4. See that members are properly oriented to organization | L SL SA EDS A |
| 5. Provide feedback on each candidate | L SL SA EDS A |
| 6. Attend all elections | L SL SA EDS A |
| 7. Suggest candidates for positions | L SL SA EDS A |
| 8. Count ballots with non-candidate students | L SL SA EDS A |
| 9. Ensure that positional leaders are oriented and trained | L SL SA EDS A |

B. MEETINGS

Whose job is it?

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|---|---------------|
| 1. Select the date, place and time of the meeting | L SL SA EDS A |
| 2. Make arrangements for the meeting such as parking, room, etc | L SL SA EDS A |
| 3. Meet with student leaders before each meeting | L SL SA EDS A |
| 4. Prepare the agenda | L SL SA EDS A |
| 5. Provide background data/situational analysis on an agenda item | L SL SA EDS A |
| 6. Send notice of the meeting | L SL SA EDS A |
| 7. Invite speakers to the meeting | L SL SA EDS A |
| 8. Attend all meetings | L SL SA EDS A |
| 9. Inform the group of infractions of by-laws, codes or rules | L SL SA EDS A |
| 10. Provide University's policy perspective or position | L SL SA EDS A |
| 11. Delegate responsibility or give "charges" to members | L SL SA EDS A |
| 12. Conduct the meeting and maintain order | L SL SA EDS A |
| 13. Provide personal viewpoint | L SL SA EDS A |
| 14. Be quiet at meetings unless asked for input | L SL SA EDS A |
| 15. Review/proof all official correspondence/minutes before distributed | L SL SA EDS A |
| 16. Get a copy of all minutes and official correspondence | L SL SA EDS A |
| 17. Bring out facts, share past experiences, or point out alternative approaches to guide decision making | L SL SA EDS A |
| 18. Take and distribute minutes | L SL SA EDS A |
| 19. Mediate interpersonal conflicts that might arise | L SL SA EDS A |

C. PLAN AND IMPLEMENT PROGRAMS/EVENTS

Whose job is it?

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|----|---|---|----|----|-----|---|
| 1. | Recommend programs, speakers, events, etc. | L | SL | SA | EDS | A |
| 2. | Follow up on delegated responsibility | L | SL | SA | EDS | A |
| 3. | Handle day-to-day business of carrying out program plans | L | SL | SA | EDS | A |
| 4. | Cancel any activity that violates University policy or is unsafe | L | SL | SA | EDS | A |
| 5. | Access and Evaluate programs and events | L | SL | SA | EDS | A |
| 6. | Remind the group of its stated objectives when planning events | L | SL | SA | EDS | A |
| 7. | Let the group thrive or decline on its own; do not interfere unless requested | L | SL | SA | EDS | A |
| 8. | Write and send thank-you letters | L | SL | SA | EDS | A |
| 9. | Be familiar with University resources and procedures that affect the organization's activities/programs | L | SL | SA | EDS | A |

D. PROBLEM SOLVING

Whose job is it?

- | | | | | | | |
|----|---|---|----|----|-----|---|
| 1. | Confront members who are not fulfilling his/her responsibilities | L | SL | SA | EDS | A |
| 2. | Solve problems or conflicts that arise involving officers | L | SL | SA | EDS | A |
| 3. | Handle sensitive requests for information from the University regarding activities | L | SL | SA | EDS | A |
| 4. | Release promotional information to media | L | SL | SA | EDS | A |
| 5. | Make budgetary decisions | L | SL | SA | EDS | A |
| 6. | Mediate conflicts with the University administration, other organizations or other entities | L | SL | SA | EDS | A |

E. ORGANIZATION DEVELOPMENT

Whose job is it?

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|-----|---|---|----|----|-----|---|
| 1. | Participate in goal setting process | L | SL | SA | EDS | A |
| 2. | Provide feedback on progress toward goals | L | SL | SA | EDS | A |
| 3. | Coordinate workshops based on topics chosen by the officers | L | SL | SA | EDS | A |
| 4. | Research and present leadership development opportunities | L | SL | SA | EDS | A |
| 5. | Explain University policies and procedures to the membership | L | SL | SA | EDS | A |
| 6. | Instill teamwork, cooperation and collaboration within organization | L | SL | SA | EDS | A |
| 7. | Provide ongoing feedback to organization's leadership | L | SL | SA | EDS | A |
| 8. | Meet weekly with Advisor | L | SL | SA | EDS | A |
| 9. | Know all members of the organization by name | L | SL | SA | EDS | A |
| 10. | Develop and implement fund raising programs | L | SL | SA | EDS | A |
| 11. | Develop budget for organization | L | SL | SA | EDS | A |
| 12. | Monitor all financial transactions for organization | L | SL | SA | EDS | A |
| 13. | Request to see Treasurer's books at the end of the semester | L | SL | SA | EDS | A |
| 14. | Know and observe University policy | L | SL | SA | EDS | A |
| 15. | Keep the official records/files of the organization | L | SL | SA | EDS | A |
| 16. | Be a custodian of all group paraphernalia, records, etc during the summer and between officer transitions | L | SL | SA | EDS | A |
| 18. | Take an active part in the orderly transition of responsibilities between old and new officers | L | SL | SA | EDS | A |